

JOB NO.		C.S. ART/PRINT FILE NO.		<input type="checkbox"/> CUSTOMER WILL PICK-UP JOB (CALL WHEN READY)		IDF/CENTRAL SERVICES		ART / PRINT / COPY / MAIL REQUEST FORM (PLEASE TYPE OR PRINT). SEE INSTRUCTIONS ON BACK OF THIS FORM																															
SHIP TO: (Department, agency or Mail Services)						1st PERSON TO CONTACT		2nd PERSON TO CONTACT																															
ADDRESS						TELEPHONE NO. EXT.		FAX NUMBER																															
		BOXES SHIPPED		ENVELOPE SHIPPED		BILL TO: (only if other than ship to)																																	
TITLE OF PROJECT (F# if applicable)						ADDRESS																																	
NAME OF DIGITAL FILE(S)						E-MAIL ADDRESS																																	
DATE OF REQUEST		DATE & TIME REQUIRED		ART RECEIVED		TO PRINT		PRINT DUE		EST. ART COST/BY		AUTHORIZED SIGNATURE (for request)																											
				ART DUE		PRINT RECEIVED		TO MAIL		EST. PRINT COST/BY																													
BILLING CODE NO. (required to process order)				COFRS DOC I.D. (for C.S. use only)				DATE CALLED, FAXED OR MAILED																															
YOUR Q,A,P NUMBER (9 digit COFRS code)				<table border="1" style="width:100%; text-align: center;"> <tr><td>I</td><td>T</td><td>A</td><td>E</td><td>A</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>				I	T	A	E	A																											
I	T	A	E					A																															
YOUR MAIL CODE IF DIFFERENT																																							
								DESIGNER ▼ APPROVAL (X) ➡																															

TYPE OF REQUEST <input type="checkbox"/> ART REQUIRED <input type="checkbox"/> PRINTING REQUIRED <input type="checkbox"/> QUICK COPY REQUIRED								ARTWORK/SAMPLE INCLUDED?		PARTS	PAPER COLOR SEQUENCE (NCR ONLY)
<input type="checkbox"/> MAIL (call Mail Services to arrange for scheduling and processing of your mailing) <input type="checkbox"/> OTHER (use Special Instructions area)								<input type="checkbox"/> YES <input type="checkbox"/> NO			
NO. OF ORIGINALS		FINISHED QUANTITY		PRESS INK COLOR(S) <input type="checkbox"/> BLK		FINISHED SIZE		PAPER STOCK (weight and color)			
				<input type="checkbox"/> PMS <input type="checkbox"/> PMS		<input type="checkbox"/> CUT TO: <input type="checkbox"/> FOLD TO:		<input type="checkbox"/> BOND <input type="checkbox"/> NCR 2 3 4 5 6			
				COPIER (Digital)		<input type="checkbox"/> 4 1/4 x 5 1/2 <input type="checkbox"/> 5 1/2 x 8 1/2		<input type="checkbox"/> TEXT <input type="checkbox"/> IF NON-STD. SEQ., USE*			
				<input type="checkbox"/> BLACK <input type="checkbox"/> COLOR		<input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14		<input type="checkbox"/> COVER <input type="checkbox"/> TRANSPARENCIES			
						<input type="checkbox"/> 11 x 17 <input type="checkbox"/>		<input type="checkbox"/> TABS			
						<input type="checkbox"/> LETTERFOLD SIZE (#10 ENV)		TYPE OF BINDING			
								<input type="checkbox"/> COLLATE/INSERT			
								<input type="checkbox"/> SIDE STITCH			
								<input type="checkbox"/> SADDLE STITCH			
								<input type="checkbox"/> CORNER STAPLE L R			
								<input type="checkbox"/> TAPE BIND (Q.C. ONLY)			
								<input type="checkbox"/>			
								PADDING			
								<input type="checkbox"/> TOP <input type="checkbox"/> BOTTOM			
								<input type="checkbox"/> LEFT <input type="checkbox"/> RIGHT			
								SHEETS PER PAD			
								SHEETS PER SET			
								SETS PER PAD			
								<input type="checkbox"/> SHRINK WRAP			

MAIL SERVICES				DATE MATERIAL IN: _____		MAILED: _____		PIECE COUNT _____	
<input type="checkbox"/> INKJET _____		<input type="checkbox"/> HAND WORK _____		<input type="checkbox"/> PRESORT STANDARD PRMT # _____		<input type="checkbox"/> OTHER _____			
<input type="checkbox"/> FOLD _____		<input type="checkbox"/> SORTING _____		<input type="checkbox"/> PRESORT 1ST CLASS PRMT # _____					
<input type="checkbox"/> INSERT _____		<input type="checkbox"/> TABBING _____		<input type="checkbox"/> NON PROFIT PRMT # _____					
<input type="checkbox"/> LABELING _____		<input type="checkbox"/> MISC WORK _____		<input type="checkbox"/> METERED MAIL RATE _____					

FOR QUICK COPY USE ONLY															
DATE RECEIVED		IMPRESSIONS		BINDERY		PAPER STOCK		20# BOND (Colors) \$ _____ TRANSPARENCY \$ _____ TEXT (70# - 60#) \$ _____ OTHER \$ _____ COVER/INDEX \$ _____ \$ _____ TAB DIVIDERS \$ _____ \$ _____							
DATE PRINTED		DOCUTECH		QUICK COPY											
PROOF REQUIRED <input type="checkbox"/>		COLOR PRINTER		PRINT SHOP											
COST CODE		CS NUMBER		COST CODE		CS NUMBER		COST CODE 06		CS NUMBER		OPERATOR INIT.		TOTAL COST	

SPECIAL INSTRUCTIONS (brief description of work desired)

Art/Reproduction Request Form instructions

These instructions are included to assist you in better understanding the information required to provide you with the desired product. To expedite your request, please provide us with all information requested in the non-shaded parts of the form (except for reproduction specifics, if unknown). If you are not sure exactly what the final product will be, please feel free to contact the Design, Print, or Quick Copy office and we will help you determine the product that will best suit your needs.

JOB NO.—This preprinted number is used for tracking your job through the accounting system as well as the design/print process. Please retain the pink and gold copies for yourself and your accounting unit (you can refer to this number should you have questions about your job). This number will appear on your bill for the job.

SHIP TO: (Department or agency)—Name of agency or department that will receive the finished product.

ADDRESS—Complete street address with room number or floor number.

BILL TO: (only if other than ship to)—Information is needed here ONLY if it is different than the ship to information.

1st PERSON TO CONTACT—This information is very important for us to have in order to call if questions arise. Don't forget to list your phone number in the box below. Also, it is very beneficial to include a second contact person's name and your FAX number, which can be used to send you proofs if necessary.

CALL WHEN READY—A check mark in this box means you want to be called when your job is completed instead of having it delivered to you. Please be sure to enter your name and phone number in the boxes labeled 1st PERSON TO CONTACT and TELEPHONE NO. EXT.

TITLE OF PROJECT (F# if applicable)—Enter the name of the report, the number of the form, or the best description of the job you want completed. Also, if it will be helpful to you, enter an F# for your tracking purposes.

DATE REQUIRED:—This is the date and time that the completed job should be returned to you. If you are on a tight deadline, please contact someone at the Design Center, Print Shop, and/or Quick Copy in advance.

AUTHORIZED SIGNATURE (for request)—This block must be signed in order to process your request.

BILLING CODE NO.—This nine-digit number is required in order to log in the job and begin work on it. If you do not know your number, contact the person responsible for accounting in your unit. If you require a separate code for design and reproduction, please use the space above the nine boxes to include another code (precede the code with an "A" for art, "P" for printing, or a "Q" for copying). This number will appear on the bill you receive.

TYPE OF REQUEST—This tells us the kind of work you need and more than one box can be checked if need be. If you do not know the method of reproduction appropriate for your project, we will use the information you give us regarding quantity, colors, paper, binding and time available to make a recommendation to you. Also, if you have artwork, a mock-up or a previous sample for your job, please send it with the request form.

NO. OF ORIGINALS—An original is each side of a piece of camera-ready artwork that has an image, type, or words on it that you want reproduced. For example, to print an 8 1/2" x 11" sheet front and back requires two pieces of artwork (originals). To print an eight-page saddle stitched newsletter requires four originals (one for each two-page spread to be folded in half).

PRINT QUANTITY—This is the number of copies you need of the entire job—i.e., 100, 500, or 2000 copies of a form, letterhead, newsletter, etc.

FINISHED SIZE—This refers to the size of the completed project after any cutting and/or folding has been done. For example, a standard letterhead has a finished size of 8 1/2" x 11", but an 8 1/2" x 11" 3-panel (2-fold) brochure has a finished size referred to as "letterfold size". Please check the appropriate box or write in the size if not listed and indicate whether the job includes any cutting or folding. It is also recommended that you write a brief description of the desired format in the SPECIAL INSTRUCTIONS area at the bottom of this form.

PAPER STOCK (weight and color)—Bond is the lightweight paper most often used for letterheads and for use in copiers and laser printers. Text refers to a paper heavier than bond that is commonly used for brochures and divider sheets. Cover is heavier yet and is normally used for the front and back pages of reports. Please indicate your preference regarding recycled paper. Select TRANSPARENCIES if you are requesting overheads from the Quick Copy unit. NCR 2 3 4 5 6 is carbonless paper of 2 to 6 parts. Please circle the number of parts required. Also, indicate whether paper color sequence is standard or non-standard (an additional charge will apply for non-standard). If non-standard, please use boxes at right to list sequence (this area can also be used to list paper colors for non-NCR jobs that use many different colors). Standard sequence is as follows:

- 2-part = White and Canary
- 3-part = White, Canary, Pink
- 4-part = White, Canary, Pink, Goldenrod
- 5-part = White, Green, Canary, Pink, Gold
- 6-part = White, Blue, Green, Canary, Pink, Goldenrod

PRINT—"Head to head" means printing like a book or newspaper (tops remain at the top when turning pages). "Head to foot" means the top of the front side is the bottom or foot of the backside (pages are flipped instead of turned).

TYPE OF BINDING—Collate means the sheets are in order by page number with odd numbers on the front and even numbers on the back. Side stitch means using staples down the left side of the printed job (usually 2 or 3). Saddle stitch means two staples on the center fold of a booklet. Corner staple means one staple in the upper left or upper right corner. Tape Binding, available at Quick Copy, refers to a strip of black tape that acts as a spine.

PADDING—Top, bottom, left, or right is determined by the way the form reads. Most forms are padded on the top or left side.

DRILLING—This refers to the number of holes and which edge of the sheet or report you want the holes to be drilled.

PUNCHING—GBC is the punching of rectangular holes and the insertion of plastic comb binders. Spiral Bind means a narrow plastic coil is attached along one side of the project in a row of round holes.

OTHER—Score means to make an indented mark in order to make folding easier. Perforate is a line of dotted cuts to make tearing apart easier.

OUTPUT SPECIFICATIONS (for Design Center)—This section applies to the outputting of computer files (page layout and illustration).

SYSTEM—If you provide us with files, please check the appropriate system here.

SOFTWARE/VERSION—When giving us a disk to be used either as text and graphics to be formatted by us or as complete documents to be output, list the software and version you used to create it.

RESOLUTION—This tells us what you expect the resolution, in Dots Per Inch (DPI), of the final artwork to be. 300 and 600 DPI applies to laser prints and is used primarily for proofs. The standard output resolution for final artwork from our imagesetter is 1200 DPI.

FONTS & ART FILES USED—List fonts you used on your documents, keeping in mind that the Design Center must have matching fonts in order to output your files. If not a standard laser printer font, please provide screen and printer fonts on your disk (PostScript fonts are preferred). Also, if your document contains any graphic files, provide them as separate files (if they are only embedded in the document we are unable to edit them should it be necessary).

PROOF REQUIRED (QUICK COPY portion of form)—If you are uncertain about how your originals will copy, or if you need to choose specific colors for color copy jobs, mark this box.

SPECIAL INSTRUCTIONS—Please include a brief description of the work you desire here, along with any special instructions that cannot be indicated in the above sections. You may also indicate here if you require a cost total for design and/or printing.